

# Elihu Greenwood Leadership Academy



Handbook for Parents  
and Friends of Our School

2010-2011

Discover the Leader Cultivate the Learner

## MESSAGE FROM THE PRINCIPAL

Dear Families,

Welcome to the Elihu Greenwood Leadership Academy for the 2010-2011 School Year. I am honored to work with you and your child/ren. It is important to work in partnership to continue our new initiatives. First, we are elated about our name change. It will anchor the foundation that will support us in moving our students to higher academic achievement levels. From August 23, 2010 to September 10, 2010 we have planned a number of professional development workshops for the EGLA staff. Three of those days will focus on training in Stephen Covey's 7 Habits of Highly Effective People. We will continue to refine our mission, vision, goals, and strategies. Last year the school leadership team collaborated on our mission statement - *Discover the Leader; Cultivate the Learner*. We envision our school as a community that fosters leadership and learning through collaboration, proactive behavior, and positive attitude. Throughout the school year you will have opportunities to partner with us as we move forward with our vision to challenge all students with academic rigor and hold them responsible for their own learning.

We need your support and full commitment with the following:

- ❑ Prepare your child each day to focus on rigorous learning and respectful behavior
- ❑ Make sure your child comes to school prepared with appropriate tools and a positive attitude. To maintain a healthy body students should get a minimum of 8 hours of sleep a day.
- ❑ READ with and to your child – each and every day (Recommended guidelines are below)
- ❑ Review your child's homework and help him/her remember to return it to school completed

We welcome parents to visit the school and participate in special events. There will be a Back-to-School night on Thursday, September 23, 2010 and an Open House to discuss the first report card in December. Please complete the volunteer sheet at the end of this handbook if you are interested in assisting in the classroom, the office, the library or the cafeteria. It is very important to commit to attending monthly Parent Council meetings. The parents will elect three representatives from the Parent Council to serve on the School Site Council. In addition we urge you to have ongoing communication with your child's teacher.

Please take some time to review the Parents Handbook. It will assist you with accessing important information about policies and procedures of the Greenwood. Keep this booklet handy and refer to it as often as you need to. We appreciate the support you give for your child's education. On behalf of the entire school community, thank you for the opportunity to provide your child with a great educational experience.

Respectfully yours,

Mrs. Wright  
Principal

## Important Names and Numbers

Elihu Greenwood Leadership Academy 612 Metropolitan Avenue Hyde Park, MA 02136 617-635-8556
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Mrs. Maudlin Wright	Principal
Ms. Tiffany Griffin	School Secretary
Ms.	Family and Community Outreach Coordinator
Ms. Dawn Boston	Evaluation Team Facilitator (ETF)
Ms. Jocelyne Aboujaoude	School Nurse
Mr. Greg Sloan	Custodian
Ms.	Cafeteria Attendant

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Boston Public Schools	26 Court Street, Boston	635-9000
Transportation Department	(Bus Assignments)	635-9520
Enrollment Services	(School Assignments)	635-9501
Special Education		635-8599
Boston School Police	(Safety and Security)	635-8000
Hot Line (Back to school & Registration)		635-9046
Citywide Parent Council		635-9210

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### Parent Information Centers

(For help with School and Bus Assignment and other issues)

- ❑ East Zone 617 635-8015  
(For parents living in Dorchester, Hyde Park, Mattapan, South Boston)
- ❑ North Zone 635-9010  
(For parents living in Allston, Back Bay, Brighton, Charlestown, Chinatown, E. Boston, Roxbury)
- ❑ West Zone 635-8040  
(For parents living in Jamaica Plain, Roslindale, Roxbury, West Roxbury)

### DIRECTION TO THE ELIHU GREENWOOD LEADERSHIP ACADEMY

The Elihu Greenwood Leadership Academy is located at 612 Metropolitan Avenue in Hyde Park, Massachusetts.

By Public Transportation:

From Forest Hills Station take bus 32. Exit bus at the corner of Hyde Park Avenue and Metropolitan Station. Walk approximately ½ mile on Metropolitan Ave. and the school is located on your left.

From Mattapan Station take bus 24 to River Street. Exit bus at the River Street and Metropolitan Ave. stop. Walk 1 mile along Metropolitan Ave.; pass Hyde Park High School on your left and the Greenwood School will be located on the right.

By Car: From River Street in Hyde Park turn right onto Metropolitan Ave. There will be a set of lights at the intersection. Go pass Hyde Park High School on your left. Travel for approximately ¼ mile and the EGLA will be on your right.

## **SCHOOL SCHEDULE:**

**School begins at 9:20 a.m. and dismisses at 3:50 p.m.**

Children should not arrive to school before 9:10 a.m. Teachers will be on duty at 9:10 a.m., but not prior to this time. For safety reasons and due to a lack of adult supervision please do not send your child to school before 9:10 a.m.

## **EARLY DISMISSAL DAYS:**

Students in Kindergarten II to Grade 5 will be dismissed at 1:35 p.m.

Early Dismissal Days will be:

**Wednesday, November 24, 2010**

**June 20 and 21, 2011** (if no days are lost due to school cancellation)

## **ATTENDANCE:**

Good attendance is very important to succeed in school. The attendance policy states that every child is expected to attend school every day. Attendance, in part, determines your child's promotion to the next grade and is a part of his/her permanent record. Any student with more than three unexcused absences in a marking term or more than twelve for the entire year will receive a **no credit ("NC")**, if she/he had earned a passing grade. If the student has not earned a passing grade she/he will fail.

When your child returns from an absence she/he must bring a note, which include the date absent, the reason for the absence, a phone number where parent/guardian can be reached, and the signature of the parent/guardian. **THIS IS REQUIRED FOR ALL ABSENCES.** Refer to BPS Attendance Policy. Excused absences are: Serious or significant illness/injury to your child, such as H1N1, or a severe asthma attack (send a note from a doctor, clinic or hospital excusing your child from school), a death in the child's immediate family, a critical family crisis, failure of a bus monitor assigned to your child to appear, and a religious holiday.

Note: If your child has **6 or more unexcused absences**, the teacher will refer him/her to the school's Student Support Team. If the problem persists, you may be required to meet with the Attendance Review Panel that includes representatives from Boston Police, the Mass Department of Youth Services and other city and state agencies.

## **TARDINESS:**

All students are expected to arrive to school on time to begin at 9:20 a.m. Students coming in late should check in at the main office. An adult must accompany the child, sign him/her in, and write the reason for being tardy. Students not accompanied by an adult should bring in a signed note by the parent/guardian, for our files. This note assures us the child is late with the parent's knowledge. Students who are tardy more than three times within a month will be subject to the consequences outlined in the Elihu Greenwood Leadership Academy school-based rules. Tardy students may be required to make up missed instructional time after school to complete incomplete work. Students arriving after 10:15 a.m. without the principal's prior knowledge and approval will not be allowed to enter the building and will be marked absent. **No breakfast will be served for walkers after 9:20 a.m.**

## **DISMISSAL:**

We must stress that school ends at 3:50 p.m. Please schedule all appointments after school hours. However, if it is necessary for a child to leave school early for an emergency, the parent/guardian should call before picking up the child from the office. Anyone other than the parent or guardian who picks up a student must be able to show photo identification upon request. Under no circumstances will a student be allowed to leave with an unidentified adult without verifying the dismissal with a parent. Remember that students must be picked up promptly 3:50 p.m. Parents/guardians who pick up their children late will be required to pay a fee after the third warning. The Student Support Team and the attendance officer will be informed about habitual offenders. Please **do not** ring the doorbell at dismissal time. Parents, guardians, and siblings must wait in the schoolyard until students are dismissed. If you choose to have your child transported by a private carrier, please secure a transportation release from the Office. Your child will be dismissed as a walker and must be picked up by the driver in the schoolyard with the walkers.

## **DELAYED OPENING AND CANCELLATION**

**Delayed Opening** - If Boston Public Schools delay the opening of school due to weather conditions, do not drop your child off at the regular hour because there will be NO adult supervision. Please listen to your TV or radio for the school's start time.

**School Cancellation:** "NO SCHOOL" announcements will be given on your local radio and TV stations.

Please **DO NOT** call the school

## **HEALTH SERVICES:**

State Law demands that all children of school age have the required immunizations. All new students to the Elihu Greenwood Leadership Academy must submit these records when registering at the Parent Center. Parents must submit record of immunization and annual physical examination in September. (Refer to the **Health Policies & Information** section of the Policy Handbook). We have a number of students with air borne and food allergies. The Elihu Greenwood **strictly adheres to Peanut/nut Free School Policy.** Due to teaching and learning mandates of instructional time we cannot accommodate requests for birthday parties and other celebrations during the school day.

## **VISION AND HEARING TEST:**

Throughout the school year the school nurse performs vision and hearing tests. If she detects a problem, you will be notified.

## **MEDICATIONS:**

If a child needs to be given a prescribed medicine during the school day, the school nurse must have the doctor's order and a signed parent permission letter for the nurse to administer the medication. All medication must be in the original pharmacy container and will be locked up in the nurse's office. However, it is recommended that you try to schedule intake of the medication during non-school hours when possible.

## **EMERGENCY CARDS**

No one can anticipate a medical emergency. Therefore, it is important to have an emergency card on file in case your child gets sick or injured or in the case of a school-wide emergency. There should be a minimum of two telephone numbers on the card and at least two additional persons to contact in case you cannot be reached. If you change your telephone number, home or email address during the school year, send in your new number immediately so we can update our records.

# **BOSTON PUBLIC SCHOOL HOMEWORK POLICY:**

The BPS homework policy states, "Homework builds on classroom work and encourages the development of self-discipline and personal responsibility." Recommended average time for homework is 30-60 minutes per day. (Parent-child verbal interaction is important.) The Kindergarten child should be read to at home every day. In addition, all students, grades 1 – 5 are expected to read for at least 30 minutes a day. Make it a practice to check book bags for assignments and notices. It is a definite way to stay current with your child's academic requirements.

**Grades 1, 2, and 3:** 30-60 minutes per day.

The central idea is to provide a mechanism for home-school cooperation in reinforcing specific skills.

**Grades 4, 5:** 30-60 minutes per day. The central concept is to provide opportunity to review, practice and further explore material taught in class.

Extra Help (635-8311) on Channel A21

Please check with your child's teacher if you have a question or concern about the homework policy and expectations.

## **HELPFUL TIPS to support your child:**

Parent/guardian can help with homework by setting some guidelines at home.

1. Children need time to relax and wind down after school. However, it is extremely important to set aside time for your child to sit down to do his/her homework.
2. Set aside a quiet place where he/she can complete the homework assignments, do silent reading, and store returned schoolwork. That place should be well lit and equipped with the appropriate tools (pens, pencils, paper, eraser, ruler, dictionary, etc.).
3. Watching T.V. and completing a homework assignment at the same time is not appropriate for your child. We strongly recommend that you **eliminate all T.V. viewing during the week and establish a "No Television Rule" on school nights.**
4. **Read daily with your child.** This is a key to success.
5. We strongly urge family participation with math games, special projects, and all assignments sent home.
6. Check your child's book bag for notices and homework every day.

7. Ask your child tough questions about what is happening in school. Listen to the answers, for they are clues to their inner thoughts and concerns. Communicate to them why they attend school and the importance of being successful learners.

## **REPORT CARDS AND WARNING NOTICES:**

During the 2010-2011 School Year grades will be reported three (3) times. Schedule dates of progress reports, report cards and warning notices are as follows:

	<b>Period 1</b>	<b>Period 2</b>	<b>Period 3</b>
<b>Progress Reports</b>	Week of Oct 18	Week of Jan 24	Week of May 9
<b>Marks Close</b>	December 3	March 18	June 21
<b>Distribute Report Cards</b>	Week of Dec 13	Week of Mar 28	Week of June 20

The above dates are subject to change. The last marking period will be adjusted in spring 2011 after the last day of school is established.

## **TRAFFIC SAFETY FOR WALKERS:**

For the safety of all children, please make sure you instruct your child to cross at the crosswalk to and from school. The crossing guard will be at the intersection each morning and afternoon. All walkers will be dismissed at 3:30 PM from the rear door leading into the schoolyard. If your child is a walker, we request that you wait patiently in the schoolyard for your child to exit, do not ring the doorbell.

## **TRANSPORTATION:**

If your child rides the bus, please remind her/him always to cross in front of the bus, never behind it. It is expected that the students who ride the bus will adhere to the following rules.

1. Only those students assigned to the bus will be allowed on board.
2. All students must obey the bus driver and the school bus rules. See BPS Policy Handbook.
3. Students must remain seated on the bus and must not open any windows unless the driver gives them permission.
4. There is no eating, drinking, fighting, use of profanity, etc. while riding the school bus.
5. Good conduct is expected on the bus and while waiting at the bus stop.



The driver will report any violations of the bus rules to the principal. The following steps will be taken for any student in violation of the Code of Discipline while riding the bus.

First Step: Students who violate the bus rules will have a verbal warning and Parent/Guardian will be contacted. Depending on the severity of the violation, parents may be required to appear for a hearing. Denial of Transportation may occur immediately for certain infractions. See School Based Rules in Guide to Boston Public Schools handbook.

Second Step: Written warning, parent signature required.

Third Step: A written ***Denial of Transportation*** form will be placed in the student's file. In addition, a meeting will be scheduled with the parent/guardian to discuss the possibility of temporary or permanent suspension from the school bus.

Riding the school bus is a privilege. Please impress upon your child the need to follow the bus rules, which were written for his/her safety and protection. When a child is denied transportation, it is the responsibility of the parent/guardian to get that child to and from school. A bus suspension is not a school suspension. Please read and discuss the bus safety and conduct contract with your child.

## **UNIFORM POLICY:**

The School Site Council of the Elihu Greenwood has adopted a **mandatory uniform policy**. Students must wear their uniform every day during the 2010-2011 School Year. The uniform consists of **white shirt** or **white blouse** (light blue top is accepted) and **navy blue pants, skirt, or jumper**. You may also order shirts with the school name imprinted. There are rewards for students who consistently wear their uniforms and certain restrictions for those who fail to wear uniforms daily.

## **FOOD SERVICES:**

Students may participate in the breakfast and lunch program. Free or reduced cost meals are available upon completion of lunch application. Please submit the completed form and immediately return it to your child's teacher. We depend on your prompt return of all lunch forms in order to receive federal dollars for books, supplies, and materials. We need your help in restoring thousands of federal dollars lost in the 2009-2010 SY, because a number of families did not return the lunch forms. We need 100% completion and return.

Breakfast: Full Price    \$1.50    Reduced    \$0.30

Lunch:            Full Price    \$2.25    Reduced    \$0.40            Milk    \$0.50

# The Boston Public Schools Promotion Policy

The Boston Public Schools are committed to ensuring that every graduate is a lifelong learner, productive worker, responsible citizen, and thoughtful participant in our diverse communities. Every teacher, administrator, parent and adult involved in the lives of our students, shares in the responsibility to make certain that all students meet these expectations.

The promotion Policy has been developed to complement the expectations and responsibilities we have set forth in the BPS Citywide Learning Standards.

## The Promotion Policy:

- Defines the expectations we hold for all students and the support strategies we need to employ to ensure their success;
- Ensures promotions are earned and based on academic achievement;
- Reduces grade retention to the greatest extent possible;
- Ensures students will enter classrooms with the skill and knowledge necessary to do grade-level work, and graduates will possess the academic competencies necessary for higher education, adult life and employment;
- Ensures students are prepared to pass the Massachusetts Comprehensive Assessment System (MCAS);
- Establishes a process that supports students and demands hard work from them;
- Recognizes that students learn at different rates and calls for organizational structures that respond to students' differences; and
- Defines those inputs and concerns for which teachers, administrators, parents and students are accountable.

## Promotion Requirements: Elementary School Level

### COURSE REQUIREMENTS

1. Grades 1-5: Take and pass English Language Arts (or ESL) and Mathematics each year.
2. Grades 4 and 5: Pass Science and/or History (both if one subject was failed in grade 4) Pass MCAS Grade 4 Reading **and** pass MCAS Grade 4 Math or BPS Math Assessment
3. Students who do not pass required courses in grades 3 **must** attend the Summer Transition Program.

### STUDENT PRODUCTS

Each year, students must complete required products - for example, a literature notebook or science investigation. Students' grades on the products will account for at least 20% of their year-end grades. Students in grades K-4 must complete a summer packet and return it the first day in September, beginning in 2010. Packets will be graded and will account for 20% of the first marking period grades.

### STANDARDIZED TESTS

1. To be promoted to grade 4, students must read a story at grade level (e.g. *Boxcar Children* by Gertrude Chandler Warner) with 90% accuracy and adequate understanding (Development Reading Assessment level 38) or attain a score of level 2 or better on the MCAS grade 3 reading tests.
2. To be promoted to grade 6, students must attain a score of level 2 or better on the:
  - ❑ MCAS English Language Arts or the Stanford 9 - Reading (multiple choice or open-ended), and
  - ❑ MCAS Mathematics or the Stanford 9 - Mathematics (multiple choice or open-ended).

## **ELIHU GREENWOOD LEADERSHIP ACADEMY PROGRAM**

During the 2010-2011 School Year teachers will continue to use Reading Street Reading Program during Literacy. There will be an hour and a half of reading instruction and an hour of writing every day. Teacher's focus on literacy strategies will be reinforced throughout the day in all other subject areas. This two and one half hour block is an uninterrupted period of time during the day when every teacher will concentrate on components of Reader's and Writer's Workshop.

All students will receive a full hour of math instruction daily using the TERC Investigations curriculum. Investigation curriculum allows students to explore mathematical ideas and use the constructivist approach to solve problems.

The specialty programs for 2010-2011 School Year are Art, Science, Physical Education, and Computer. Students will be required to do one or two projects through out the year for each specialist teacher. The teachers will send information to you detailing the projects and the requirements. You will play a major role in assisting at home with research, getting supplies/materials, and presentation support.

Special Education services (Resource Room, Speech and Occupation Therapy) are available to those students who qualify. Greenwood teachers collaborate to increase students' learning and self-esteem.

The EGLA Before School Program begins on September 9, 2010 from 7:00 a.m. until 9:00 a.m. The fee for service is \$100.00 per child per month. Fees must be paid the Monday of every month in the form of cash or money order. The initial payment will be for September and June. You may contact Ms. Tiffany Griffin for additional information. Before school applications will be available on September 2<sup>nd</sup> from 5:00 p.m. to 7:00 p.m. at the EGLA's family cookout.

The After-School Enrichment Program will continue to be operated by the Hyde Park YMCA. Please contact them directly at (617) 361-2300 for schedule and information. Representatives will also be available on September 2<sup>nd</sup> during the cookout.

# **BOSTON PUBLIC SCHOOLS**

## **ELIHU GREENWOOD LEADERSHIP ACADEMY**

MAUDLIN WRIGHT  
Principal

September 2, 2010

Dear Parent/Guardian:

Please sign the notice below giving your child permission to participate in field trips taken by his/her class during the school year. A separate notice with specific details of individual trips will be sent home prior to each field trip taken.

In case of an emergency that will require evacuation of the school building (i.e. lack of heat, no water pressure, fire, etc), all personnel and students will go to the Hyde Park High complex 655 Metropolitan Avenue, Hyde Park, MA 02136. The telephone numbers for Hyde Park – Engineering School is 617 635-6425; Community Academy of Science and Health is 617 635-8950; and Social Justice Academy is 617 635-6960. We request your permission to escort your child to the emergency site in case of such an unlikely event.

Thank you for your cooperation.

Respectfully yours,

Maudlin Wright  
Principal

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I give my son/daughter permission to attend all field trips taken during the school year.

In the case of an emergency evacuation, I also give permission for my child to be taken to the designated site.

Child's Name: \_\_\_\_\_ Room: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE RETURN THIS FORM TO SCHOOL BY SEPTEMBER 17, 2010.

**ELIHU GREENWOOD LEADERSHIP ACADEMY  
PARENT VOLUNTEER LIST**

DURING THE 2010-2011 SCHOOL YEAR WE WILL CALL FOR YOUR SUPPORT!  
PLEASE CHECK OFF VOLUNTEER OPPORTUNITIES THAT INTEREST YOU.  
PLEASE BE COMMITTED TO SERVE YOUR SCHOOL AT LEAST ONCE A MONTH.

KINDLY CHECK OFF ONE OR MORE OPPORTUNITY, THEN FILL OUT THE CONTACT  
FORM BELOW.

PLEASE BE COMMITTED TO WHAT YOU SIGN UP FOR

BAKE SALE ASSISTANT	_____
POT LUCK DINNER COMMITTEE MEMBER	_____
CLASSROOM REPRESENTATIVE	_____
OFFICE VOLUNTEER	_____
LIBRARY ASSISTANT	_____
FIELD TRIP CHAPERONE	_____
BEFORE SCHOOL VOLUNTEER	_____
DISMISSAL ASSISTANT	_____
BOOK SALE VOLUNTEER	_____
CANDY SALE VOLUNTEER	_____
CELEBRATION COMMITTEE MEMBER	_____
OTHER _____	_____

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**CONTACT FORM FOR 2010-2011**

NAME: \_\_\_\_\_

CHILD'S NAME: \_\_\_\_\_

TEACHER: \_\_\_\_\_ ROOM # \_\_\_\_\_

PHONE NUMBER: (HOME) \_\_\_\_\_ (WORK) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

I will commit to volunteer at the Greenwood School for \_\_\_\_\_

I can work on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
[Day(s) of Week] [Time of Day]

## The Elihu Greenwood Leadership Academy | 2010-2011 Home-School Compact

### Student Pledge:

As a **student**, I will become an active partner in my own learning progress by doing the following:

- ☐ Do my best work and be responsible for its completion, both in school and at home.
- ☐ Respect the personal rights and property of others including keeping my hands to myself and taking responsibility for my actions.
- ☐ Attend school regularly, promptly, and ready to learn.
- ☐ Assist in keeping my school a positive place to learn by communicating any issues with my teacher and principal.
- ☐ Wear my school uniform and honor my school's *Code of Cooperation*.
- ☐ Share school activities with my parent/guardian.

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Student Signature

### Parent / Guardian Pledge:

I want my child to succeed. Therefore, I will strive to do the following:

- ☐ Require regular and prompt attendance for my child including assisting with waking him/her up for school and calling the school when my child is absent.
- ☐ Communicate daily with my child about his/her educational experience as well as assist in my child's completion of homework assignments.
- ☐ Read to or listen to my child read daily.
- ☐ Do my best to volunteer at the school and attend family / school meetings. (See attached volunteer list)
- ☐ Communicate with teachers and principal regarding my child's academic progress and about other problems that are interfering with my child's learning.
- ☐ Help my child wear the school uniform and understand and follow the *Code of Cooperation*. If necessary, attend full-day shadowing sessions with my child to help him/her adjust. Shadowing will take the place of out-of school suspension.

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Parent/Guardian Signature

### Staff Pledge:

As a **teacher**, I will encourage and support students' learning at the EGLA by doing the following:

- ☐ Provide a safe caring environment that encourages learning using creative and challenging teaching approaches.
- ☐ Treat each student with care and respect, as I would want to be treated.
- ☐ Communicate and work with families to support student learning.
- ☐ Explain and model the behavior and ways of doing things that are expected of students at school.
- ☐ Encourage students and parents positively by providing information about students' progress and class assignments.
- ☐ Develop individual student success plans to help all students reach proficiency.

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Teacher/Staff Signature

**As the principal**, I support this school-parent compact and shall strive to do the following:

Provide an environment that allows for positive communication between the teacher, parent, and student.

Provide a quality curriculum and instructional practices that will allow students to be proficient in leading and learning.

Provide opportunities for parents to be involved in the school and in their children's education.

Principal's signature: \_\_\_\_\_ Date: \_\_\_\_\_